

EDUCATION PROFESSIONAL STANDARDS BOARD
Division of Certification
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www.epsb.ky.gov

ATTENTION CERTIFICATE HOLDER
YOU SHOULD RECEIVE YOUR TEACHING CERTIFICATE VIA MAIL IN THE NEXT
FEW DAYS. PLEASE REVIEW AND KEEP THIS INFORMATION FOR USE WITH
YOUR CERTIFICATE

1. **It is your responsibility to ascertain the renewal requirements for your certification and to complete these by September 1 of the year of expiration.**

Associated with each type of certification shown on your certificate is an effective date and an expiration date. Specific renewal requirements are printed on the front side of the certificate, except that some applicants, who are issued certificates valid for one year, which require specific credit for extension, are informed of the requirements in writing. Read these carefully. If you have questions, communicate in writing to the Division of Certification for clarification at dcert@ky.gov.

KRS 161.020 provides that the validity of each certification and the terms for renewal of that certification cannot be changed; that is, the renewal requirements in effect at the time the certification was issued will continue to govern the renewal of that certification. However, should the certificate expire, it only can be reissued under the laws in effect at the time of reissuance.

2. **Check your certificate for the following:**

- (a) Correct spelling of your name
- (b) Typographical errors
- (c) Correct certificate information

If errors are found, return the certificate to the Division of Certification indicating information to be corrected--a corrected certificate will be prepared and forwarded to you.

3. **Two copies of your certificate are enclosed. One copy should be filed with the employing school district to update its personnel records and to record any change in rank.**

Questions and Answers for Renewal and Ranking

1. **What are the standards for a fifth-year program for certificate renewal and for Rank II?**

The standards shall require completion of Plan I or Plan II in keeping with one or more of the following purposes:

- (a) To improve the professional competency for the position covered by the initial teaching certificate;
- (b) To extend the scope of professional competency to some certification area not covered by the initial certificate; and (See reverse side)
- (c) To obtain preparation-certification required for professional advancement to a higher position.



Plan I shall require completion of a master's degree from a college or university which meets the standards established by the Education Professional Standards Board:

- (a) In a professional education specialty for which certification is issued and consistent with standards for a particular professional education specialty;
- (b) In an academic subject for which teacher certification is issued and consistent with the experienced teacher standards; or
- (c) In professional education with emphasis in an academic subject for which certification is issued and consistent with the experienced teacher standards.

Persons seeking admission to a master's degree in an academic subject offered outside the college/school of education should inform the graduate adviser that the master's degree is being pursued for certificate renewal--these master's degrees shall be consistent with the experienced teacher standards just as the master's degrees in professional education.

Plan II (Fifth Year Program) shall require 32 semester hours of graduate level course work earned beyond the bachelor's degree and the four-year program of teacher preparation and consistent with the experienced teacher standards or with standards for a particular professional education specialty. The applicant may request approval of professional development in lieu of up to 12 semester hours of college credit following specific guidelines. The Planned Fifth Year may be granted through the Continuing Education Option*.

2. **What is required for Rank I?** The preparation program for a Rank I classification shall be planned in advance with the graduate institution and requires 30 semester hours of approved graduate credit in addition to the requirements for Rank II. Rank I may also be granted through the Continuing Education Option* or through the National Board for Professional Teaching Standards.

*Details on this option may be viewed at www.epsb.ky.gov/certification/ceoption.asp.

3. **Can I use an out-of-state, on-line program for a rank change?** In general, educators considering out-of-state online programs should be aware of some key EPSB requirements and regulations, and understand that it is the educator's responsibility to verify that these requirements are met. These requirements changed via state regulation (16 KAR 5:010, Section 28) on February 1, 2008. Kentucky educators must be aware of these requirements if the educator is interested in such programs for rank change or for a new area of certification (the latter includes ANY initial certificate, new addition/area to an existing certificate, or endorsement to an existing certificate). Below is the relevant excerpt from 16 KAR 5:010, which governs the use of out-of-state, on-line programs by Kentucky educators to receive a rank change or to add any area of certification to their existing educator certification:

“Beginning June 1, 2008, initial and continuing on-line educator preparation program originating from outside Kentucky shall be regionally accredited, accredited or approved, as applicable, by the program's state of origin, and accredited by the National Council for Accreditation of Teacher Education (NCATE).”